



Fairbanks Cycle Club

PO Box 83424, Fairbanks Alaska, 99708
<http://www.fairbankscycleclub.org>

Event How-To

Thanks for putting on an FCC event! Here's about all you really need to do:

1. Promote the event.
2. Get prizes together (optional).
3. Get volunteers together for timing, start area, etc.
4. Get refreshments (cooler with iced beverages) cookies, etc.
5. Mark the course.
6. Put on the event.
7. Create press release with interesting blurb and results, and send to sports@newsminer.com, attention 'sports'.
8. Take down the course.
9. Return all paper materials, fees, results, press release, course markers and all other FCC property to club officer.

That's about all that comes to mind. The rest of the following pages are just details about the above steps.



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Promotion:

Promoting your event should be done no less than two weeks in advance, sooner if you feel like it. The more you promote it, the more folks will attend. Put up flyers at all local bike shops, and at athletic centers. Send a written bit of hype to the News-Miner three or four days before the event.

Make it sound good, and make it sound appealing to the crowd that you are targeting.

Be sure to tell everyone you know with a bike about it, send emails, etc. Be creative, and if you find that something worked particularly well, tell us.

Be sure to contact the club officer or volunteer(s) in charge of the club website so that they have up-to-date info on your event.

Prizes:

Get creative. Sure, everyone can use a new tube, degreaser, lube, etc. Keep in mind that most people like to go out to eat (Gift certificate to Gambordellas?), watch movies (Box Office Video rental punch card?), and go shopping (gift certificate to Fred Meyers?).

Have enough to go around, so that everyone gets something, and try to make it fun.



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Volunteers:

Casual rides probably won't need any volunteers. Short mountain bike races will need two folks on timing, and maybe some course marker collection helpers; road events will need people at trick intersections, turn-around points and some folks at the start and finish, and longer races need all that plus you may want some aid-station volunteers.

It's best to err on the side of having too many volunteers rather than not enough. Just be sure to reward your volunteers with snacks, beverages, and maybe one of the prizes, so they'll agree to help again in the future.

Make sure your volunteers understand their duties clearly. FCC has high-visibility orange vests that volunteers can wear. Ask your club officer about getting these vests with the course markers.

All volunteers need to be club members, or at least sign release waivers.

Refreshments:

The longer the event, the more elaborate your offering should be. Keep the weather in mind. If it is damn hot, bring cool refreshing drinks and fruit on ice in a cooler or two. If it is damn cold, consider hot tea and hot chocolate.

Some ideas – melon, pineapple, bananas, oranges; cookies, chips, pretzels; fruit drinks, water, soda, even beer; ice cream if you can manage it. We've even seen sandwich fixings and hot dogs and hamburgers on a gas grill. Potato salad? Why not?

You don't have to go all out, but the better the offering, the more fun people will think that they had.



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Mark the course: (day of event, one or two days before)

This is vitally important. You do NOT want people making the wrong turn or getting lost.

If your race is a simple road ride (from UAF Patty Center to Anne's Greenhouse's and back, for example), you probably don't need markers, other than at the turnaround. The more elaborate the course, the more course markers required.

Road races need at least start and finish cones, cautionary signs for vehicular traffic so that motorists are alerted to bicycles on the road, and direction arrows at intersections. You can generally mark a road race mere hours before the race, because you can drive the entire course.

Mountain bike races should have the start and finish clearly marked, and a generous dose of direction arrows and pin flags throughout the course. Typically, a mountain bike race course is marked the day before the event because it takes quite a while to accomplish. Just be sure to leave adequate time between marking and the race. You don't want the racers catching up with the marker.

When marking a course, don't use anything permanent like paint, and don't destroy or harm people's property. If you are crossing private property, be sure to get the owners permission WELL BEFORE THE RACE.



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Put on the event:

You've done all the preparatory work, now comes the really fun part: actually having the race. Hopefully you will be able to enter the race yourself, so that you reap the rewards of your own hard work.

If rider registration is at 6:30 PM, be at the registration area at 6:15 PM. Some folks will arrive early, and it's nice to be there. Everyone has to be a club member, or pay a \$5.00 one day membership fee. You should have membership forms, season schedules, numbers, race results forms, timer and pens on hand. You may elect to use numbers on the bikes, to assist your timing crew in identifying racers. Clipboards are handy, as is a table.

As you register people, tell them when the rider meeting is (maybe fifteen minutes prior to the start? You decide.) After everyone is signed in and paperwork is done, yell "Riders meeting in five minutes!". Then, "Rider's meeting!" and get folks assembled. Ask if anyone isn't a club member, or hasn't registered, or done their paperwork. Explain the course, including the start and finish areas, describe the markers you've used on the course, and explain any particular hazards. A course map might be a handy thing to have on hand. Ask if there are any questions, then announce that the race will start in five minutes or one minute, or whatever is appropriate.

In a mass start, your timing person gives a countdown: "One minute! Thirty seconds! 5, 4, 3, 2, 1, GO!" and starts the timer. Everyone takes off, and the timing crew proceeds to the finish area and waits, having some idea of when to expect the first racers.

(If you are doing a time trial, see the sheet on Time Trials.)

When racers start coming in, record the finish order using either rider numbers or names. Record the time next to the rider name or number. When racers are tightly bunched together, things get complicated, so it is best to have an experienced timing volunteer helping out.



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When the race is done, recheck and collate the results. Then, with great aplomb, announce the results to the racers staggering around the refreshment area, and hand out prizes if you've decided to do prizes.



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Time Trials:

A time trial is a race wherein racers are pitted against the clock, instead of each other. Typically, drafting is not allowed. Though a time trial is usually a road event, there's nothing saying that it can't be a mountain bike event.

Instead of a mass start, racers are started at regular intervals of thirty seconds or one minute, depending on the length of the course. Racers are "seeded", in approximate order of speed, with slowest riders going first, and fastest riders going last. This gives everyone someone to chase for at least part of the race, and means that everyone will be finishing fairly close together.

Start: Announce the starting order, and get riders lined up. The timing person starts the timer, and announces that the first racer goes out in one minute. A volunteer may hold the racer's bike upright, and let go when the timing person counts down to zero: "10, 9, 8, 7, 6, 5, 4, 3, 2, 1 GO!" The volunteer announces the next few riders names or number, the next racer pulls up to the start line, and the process is repeated until all racers have gone out.

Finish: The timing person will stand at the finish cone or finish line, and announce the time that the racer goes by. FCC owns a timer with a printer that helps out in this process. Another volunteer enters the time on the sheet next to the racer's name or number. Because racers are finishing close together, it is best to have two or three people at the finish area to help identify racers.

Subtract the start delay time from the finishing time for each rider, and this is the elapsed time. It's best to ask for a sanity check on the math. Note that using one minute intervals makes the math easier. Collate the results and announce!



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Create press release: (day of event)

This is a quick little step that makes a lot of difference. People like to see their name in print, and it also helps boost awareness of our club. Write up a creative summary of the race, including a colorful description of the course, throw in a few quotes from racers, describe how the weather was and it's effect on the race, and mention the top finishers and their times. Include any interesting stories from the race ("Elderly statesman racer Doug Burnside crashed into a tree, and received only minor cuts and scrapes. Undaunted, he rode his bike to the finish line in 17 days, 4 hours, and six minutes, despite losing his rear wheel in the crash.")

Include a complete list of racers and their times, broken down by whatever categories you want to use. View some examples in the race results section of the FCC website: www.fairbankscycleclub.org. Submit the results to spokes@fairbankscycleclub.org.

Submit your press release to sports@newsminer.com, maybe as a PDF attachment or plain text. Alternatively, you may fax the results to 452-7917, attention 'sports'.

Take down the course: (day of event, or day after)

We want the course markers back. Try not to excessively mangle the pin flags, or damage the arrows and other course markers. The pin flags can be straightened out, so please do this before returning them. When collecting the course markers, look for race litter and pick it up. Leave nothing but tracks so that we are welcome back next time.

Return everything: (as soon as you can)

Easy. Just give everything back to the club officer that you got everything from. We reuse a lot of stuff, including this document.

Thank you, thank you, thank you. Hopefully you find that you enjoy putting on events, and will want to do more of it!